

**Henry County Student Attendance  
Protocol Committee  
2004-2005**

Report to Senior Staff March 23, 2005

Report to Henry County Board of  
Education March 30, 2005

Revised Copy to Henry County Board  
of Education May 4, 2005

Approved by Henry County Board of  
Education May 4, 2005

Submitted by: Dr. Phyllis Hadden  
Director of Student Services

## **Henry County Student Attendance Protocol Committee 2004-2005**

In compliance with Georgia Code 20-2-690.2, the Chief Judge of Henry County, The Honorable William H. (Hal) Craig, established a student attendance protocol committee for Henry County. A list of those individuals invited to serve on this committee is attached on pages three and four.

Prior to meetings with the Henry County Student Attendance Protocol Committee, groups established within the Henry County School System met to develop initial plans for meeting the requirements of Georgia Code 20-2-690.2 (attendance protocol committee code), 20-2-690.1 (compulsory attendance code), and State Board Rule JB (student attendance). School social workers, and other Student Services personnel, principals, assistant principals, attendance personnel, senior staff, and other Henry County Schools employees were included in the development of the initial plans that were presented to the Committee.

The Henry County Student Attendance Protocol Committee met on February 18, 2005, and March 18, 2005. At both of these meetings, the committee considered the laws and state board rules related to attendance, enrollment and attendance data, the Henry County Schools Juvenile Court Mediation process, and results of referrals for mediation or prosecution through either State Court or Juvenile Court processes.

Members of the committee discussed how the various agencies represented on the Henry County Student Attendance Protocol Committee could collaborate to reduce the number of unexcused absences from school and increase the attendance rates for students who attend Henry County Schools. Recommendations from the committee are attached on page five.

The work of the Henry County Student Attendance Protocol Committee is formally concluded for the 2004-2005 school year, and dates have been established for the committee to continue to meet for the 2005-2006 school year to collaborate on the issues related to improving attendance for students in Henry County. The Henry County Student Attendance Protocol Committee will meet for the 2005-2006 year on October 28, 2005; January 27, 2006; March 31, 2006; and June 30, 2006.

HENRY COUNTY  
STUDENT ATTENDANCE PROTOCOL COMMITTEE  
2004-2005, 2005-2006

Honorable William H. Craig  
Chief Judge, Henry County Superior Court

Honorable William P. Bartles  
Judge, Juvenile Court of Henry County

Honorable Thomas Williams  
District Attorney, Henry County Juvenile Court

Honorable Tommy K. Floyd  
District Attorney, Flint Judicial Circuit

Honorable Charles A. Spahos  
Solicitor, State Court of Henry County

Honorable Michelle Ferguson  
Assistant Solicitor, State Court of Henry County

Ms. Joan Risher  
Henry County Public Defender

Mr. Derrick Reese, Program Manager  
Department of Juvenile Justice

Honorable Donald Chaffin, Sheriff  
Henry County Sheriff's Department

Sergeant Carl Vealsey  
Henry County Sheriff's Office

Mr. Russell Abernathy, Chief  
Henry County Bureau of Police Services

Captain M. A. Nale  
Henry County Bureau of Police Services

Mr. Bud Smith, Chief  
Hampton Police Department

Mr. Billy J. Ward  
Hampton Police Department

Mr. Preston Dorsey, Chief  
City of McDonough Police Department

HENRY COUNTY  
STUDENT ATTENDANCE PROTOCOL COMMITTEE  
2004-2005, 2005-2006  
PAGE 2

Mr. Jesse Patton, Chief  
Locust Grove Police Department

Detective Sandra Holliday  
Locust Grove Police Department

Ms. Evelyn Norman, Director  
Henry County Department of Family & Children Services

Ms. Kristy Carter  
Henry County Department of Family & Children Services

Ms. Jill Bolton, R.N.  
Henry County Health Department

Ms. Annette Webber  
Henry County Health Department

Ms. Debra Brown, Director  
Henry County Counseling Center

Ms. Amy Holland  
Henry County Counseling Center

Ms. Denese Rodgers, Executive Director  
Connecting Henry

Mr. Earl Parker  
Henry County Juvenile Court

Mr. Jeff Fox  
Henry County Juvenile Court

Mr. Ray Hudalla  
Henry County Schools

Ms. Abifee Thomas  
School Social Worker

Dr. Jack Parish  
Superintendent

Dr. Phyllis Hadden  
Director of Student Services  
Henry County Board of Education

# Recommendations from the Protocol Committee

Suggestions from Thomas Williams with the Henry County District Attorney's Office:

1. Establish one contact for all student truancy cases. This likely would be Mr. Williams with the District Attorney's Office. He would be the prosecutor for all related cases whether they were to be prosecuted through the Juvenile Court or the State Court. The Juvenile Court Judge could also handle the State Court cases. This would provide much greater familiarity with the process by all involved individuals. Mr. Williams said that he already had discussed this idea with District Attorney Tommy Floyd and Chief Juvenile Court Judge Buddy Welch.
2. Mr. Williams asked that the Prosecutor's Office be notified when social worker referrals are made on truant students. He said that truant students may also have had other encounters with the Court System. This early truancy notification would allow the Prosecutor to cross-reference the truant students with the names of students who may already be in their system. With their office working with the social workers, it may prevent as many truancy cases from getting to the level of prosecution.

# Uniform Attendance Plan For Henry County Schools Grades K-12

**Developed 2004-2005**

## Introduction

This plan was developed in accordance with Georgia Code 20-2-690.2 (attendance protocol committee code), 20-2-690.1 (compulsory attendance code), and State Board Rule JB (student attendance). School social workers, and other Student Services personnel, principals, assistant principals, attendance personnel, senior staff, and other Henry County Schools employees were included in the development of these initial plans. The Henry County Student Attendance Protocol Committee reviewed these plans and made recommendations that have been included with the initial plan.

## **Definitions and General Information**

### **State Board Code: JB, Student Attendance**

#### **Definitions**

**Tuant** – any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences.

**Student Attendance Protocol** – procedures to be used in identifying, reporting, investigating and prosecuting cases of alleged violations of O.C.G.A. 20-2-690.1, relating to mandatory school attendance and appropriately addressing the issue with parents and guardians. The protocol shall also include recommendations for policies related to tardiness.

#### **General Information**

1. School days missed as a result of out-of-school suspension shall not count as unexcused days for the purpose of determining student truancy.
2. Schools may require appropriate medical documentation upon return to school for the purpose of validating absences for personal illness or illness in a student's immediate family.
3. Final course grades and credit for courses shall not be penalized because of absences if the absences are justified and validated for excusable reasons and if make up work for excused absences is completed satisfactorily.
4. *Nothing in this attendance plan should be construed to encourage student absences, tardiness to school, early checkouts, or as an approval for excessive absences, tardiness to school, or early checkouts.*
5. Chronic absenteeism from previous school years may be addressed by court referral without any required intervention steps.
6. Excessive excused absences may necessitate school social worker referral and will be determined on a case-by-case basis.
7. A building level administrator assigned to review attendance should direct students with identified attendance issues to a building level counselor for intervention as needed.
8. For the purposes of this attendance plan, three unexcused tardies to school or three unexcused early checkouts from school are calculated as one absence.



## Uniform Attendance Plan

	<b>1<sup>st</sup> notification</b>	<b>2<sup>nd</sup> notification</b>	<b>3<sup>rd</sup> notification</b>	<b>4<sup>th</sup> notification</b>
<i>Unexcused Absences</i>	One to four days or three consecutive absences	Five Unexcused Absences	Eight Unexcused Absences	Attendance Contract Violated
<i>Action</i>	Teacher Contact Letter # 1	Administrative Letter # 2	Administrative Letter # 3 & Attendance Contract	Letter # 4 Refer to School Social Worker & District Attorney

- ❑ *It will be each school's responsibility to record a student's absences as either Excused (A01) or Unexcused (A02) based on guidelines for absences contained in the Student Handbook.*
- ❑ *A student's absence should be considered unexcused until proper documentation of the absence is received and recorded by school personnel.*

### **Level One**     Teacher Intervention

Teacher may call or e-mail parents regarding absences; teacher must document the contact and communication with parent(s).  
Teacher sends administrative letter # 1.

*Level One intervention begins at three (3) consecutive days absent, or one to four (1-4) days of unexcused absence(s) during the school calendar year.*

### **Level Two**     Administrative Letter # 2 ~ at 5 days of unexcused absence during the school calendar year.

School-level attendance personnel will send Attendance Letter # 2 by U.S. Mail.

### **Level Three**     Administrative Letter # 3 ~ at 8 days of unexcused absence during the school calendar year.

School-level attendance personnel will send Attendance Letter # 3 by Certified Mail, return receipt requested.

Parent and student must attend a meeting with school personnel to discuss attendance issues and a binding attendance contract will be developed with the parent and student.

**Note: Failure to attend this meeting will result in referral to prosecuting authorities.**

**Level Four** Administrative Letter # 4 notifies the parent that the attendance contract has been violated and a referral has been made to the School Social Worker and the District Attorney's Office.

*Social Work Referral Form* should be completed and should include documentation of building level interventions. This documentation of all efforts in Levels One through Four will be used in the event court proceedings are initiated.

## **Administrative Attendance Letter 1**

Date  
To the Parents of  
Name  
Address  
City/State/Zip

The successful progress of your child in school depends on prompt and regular attendance. Our records indicate that your child has had \_\_\_\_\_ unexcused absences from school during this school year.

When a student misses a significant number of days from school, his/her educational progress suffers accordingly. Moreover, Georgia law requires that all children ages 6 to 16 attend school unless they have a lawful reason to be absent. Georgia law defines a student as truant who has more than five unexcused absences during the school calendar year.

The legal penalties and consequences of truancy include referral of parents or guardians to State Court and referral of juveniles to Juvenile Court for prosecution. Each subsequent absence constitutes a separate offense.

**(For middle schools and high schools)** The Teenage and Adult Driver Responsibility Act, Georgia Code Section 40-5-22 (TAADRA), requires that students must meet attendance and discipline requirements in order to receive and maintain a Georgia driver's permit or license. Between the ages of 14 and 18, unexcused absences may result in students becoming ineligible to receive or maintain a Georgia driver's permit or license.

To help your child to do his/her best in school, we strongly encourage you to do everything in your power to promote good school attendance. By ensuring that your child is present and on time at school every day, you will help build positive habits that lead to success for your child now and in the future.

Thank you very much for your attention to the very important matter of improving your child's school attendance.

Sincerely,

Principal Name

Other Responsible Party' Name

## **Administrative Attendance Letter 2**

Date  
To the Parents of  
Name  
Address  
City/State/Zip

\*\*\*Second Attendance Notification\*\*\*

The successful progress of your child in school depends on prompt and regular attendance. Our records indicate that your child has had five unexcused absences from school during this school year.

When a student misses a significant number of days from school, his/her educational progress suffers accordingly. Moreover, Georgia law requires that all children ages 6 to 16 attend school unless they have a lawful reason to be absent. Georgia law defines a student as truant who has more than five unexcused absences during the school calendar year.

The legal penalties and consequences of truancy include referral of parents or guardians to State Court and referral of juveniles to Juvenile Court for prosecution. Each subsequent absence constitutes a separate offense.

**(For middle schools and high schools)** The Teenage and Adult Driver Responsibility Act, Georgia Code Section 40-5-22 (TAADRA), requires that students must meet attendance and discipline requirements in order to receive and maintain a Georgia driver's permit or license. Between the ages of 14 and 18, unexcused absences may result in students becoming ineligible to receive or maintain a Georgia driver's permit or license.

To help your child to do his/her best in school, we strongly encourage you to do everything in your power to promote good school attendance. By ensuring that your child is present and on time at school every day, you will help build positive habits that lead to success for your child now and in the future.

Thank you very much for your attention to the very important matter of improving your child's school attendance.

Sincerely,

Principal Name

Other Responsible Party' Name

**Administrative  
Attendance Letter 3**

Date  
To the Parents of  
Name  
Address  
City/State/Zip

\*\*\*Third Attendance Notification\*\*\*

Our records indicate that your child has eight or more unexcused absences to school during this school calendar year.

School attendance is mandatory for children ages 6 to 16 under the Compulsory Education Law of Georgia. Georgia law defines a student as truant who has more than five unexcused absences during the school calendar year.

The legal penalties and consequences of truancy include referral of parents or guardians to State Court and referral of juveniles to Juvenile Court for prosecution. If parents or guardians are convicted, fines of not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties may be imposed. Each subsequent unexcused absence constitutes a separate offense. If convicted of truancy, juveniles may face severe penalties under the Juvenile Code of the State of Georgia.

**(For middle schools and high schools)** The Teenage and Adult Driver Responsibility Act, Georgia Code Section 40-5-22 (TAADRA), requires that students must meet attendance and discipline requirements in order to receive and maintain a Georgia driver's permit or license. Between the ages of 14 and 18, unexcused absences may result in students becoming ineligible to receive or maintain a Georgia driver's permit or license.

At this time, we ask that you attend a school conference concerning your child's school attendance. It is our hope that through working together, we can resolve this problem for the benefit of your child.

Please call \_\_\_\_\_ at \_\_\_\_\_ to set up a time for this conference. Failure to attend this meeting will result in consequences found in Georgia Code Section 20-2-690.1, which specifies the penalties for truancy outlined above.

If you do not respond to this letter by \_\_\_\_\_, a School Social Worker will contact you to assist you in improving your child's attendance.

Thank you for your attention to this very important matter of improving your child's school attendance.

Sincerely,

Principal Name

Other Responsible Party' Name

Copy: School Social Worker

**Administrative  
Attendance Letter 4**

Date  
To the Parents of  
Name  
Address  
City/State/Zip

\*\*\*Fourth Attendance Notification\*\*\*

This letter is being sent to you because of our continuing concern over the school attendance of your child. As of this date, the attendance contract for your child has been violated. Your student has \_\_\_\_\_ unexcused absences for this school year. We are required to notify the District Attorney’s Office of the violation of this contract, and they will take appropriate legal action.

School attendance is mandatory for children ages 6 to 16 under the Compulsory Education Law of Georgia. Georgia law defines a student as truant who has more than five unexcused absences during the school calendar year.

The legal penalties and consequences of truancy include referral of parents or guardians to State Court and referral of juveniles to Juvenile Court for prosecution. If parents or guardians are convicted, fines of not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties may be imposed. Each subsequent unexcused absence constitutes a separate offense. If convicted of truancy, juveniles may face severe penalties under the Juvenile Code of the State of Georgia.

**(For middle schools and high schools)** The Teenage and Adult Driver Responsibility Act, Georgia Code Section 40-5-22 (TAADRA), requires that students must meet attendance and discipline requirements in order to receive and maintain a Georgia driver’s permit or license. Between the ages of 14 and 18, unexcused absences may result in students becoming ineligible to receive or maintain a Georgia driver’s permit or license.

In cases where a child is frequently absent, he or she is referred to the school social worker. If the school social worker’s efforts to intercede are unsuccessful, you as the child’s parent/guardian will be referred to State Court for prosecution.

Thank you for your attention to this very important matter of improving your child’s school attendance.

Sincerely,

Principal Name

Other Responsible Party’ Name

Copy: School Social Worker  
Mr. Thomas Williams, District Attorney’s Office

## STUDENT ATTENDANCE CONTRACT

### STUDENT:

I understand the importance of:

- 1) Attending school every day and receiving the full benefit of my education.
- 2) Developing good work habits for future employment.
- 3) Taking responsibility for my education.

Georgia Code Section 20-2-690.1 states that school attendance is mandatory for children ages 6 to 16 under the Compulsory Education Law of Georgia. Georgia law defines a student as truant who has more than five unexcused absences during the school calendar year.

Due to my past attendance record, I am aware of the need for the following conditions to be a part of the guidelines for my enrollment:

- 1) I will be in attendance and on time at school every day unless I am sick or have some other valid excused reason for an absence or tardy.
- 2) If I am younger than 16 years of age, I must comply with the Compulsory Attendance Laws of Georgia or face referral to the Juvenile Court through the School Social Worker.
- 3) **(For middle schools and high schools)** The Teenage and Adult Driver Responsibility Act, Georgia Code Section 40-5-22 (TAADRA), requires that students must meet attendance and discipline requirements in order to receive and maintain a Georgia driver's permit or license. Between the ages of 14 and 18, unexcused absences may result in students becoming ineligible to receive or maintain a Georgia driver's permit or license.

- 4) \_\_\_\_\_  
\_\_\_\_\_

The signatures below indicate that both the student and the parent(s) understand the contents of this agreement and the need to fulfill all areas noted herein. We further acknowledge that these are the penalties that could be received if this contract is violated: referral of parents or guardians to State Court and referral of juveniles to Juvenile Court for prosecution. If parents or guardians are convicted, fines of not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties may be imposed. Each subsequent unexcused absence constitutes a separate offense. If convicted of truancy, juveniles may face severe penalties under the Juvenile Code of the State of Georgia.

Violations of the terms of this contract will be reported to Mr. Thomas Williams of the Henry County District Attorney's Office so that he may proceed with prosecution.

(Continued page two)

## STUDENT ATTENDANCE CONTRACT - Page 2

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Principal or Designee

\_\_\_\_\_  
Date of Agreement

SWORN TO AND SUBSCRIBED BEFORE ME

THIS, THE \_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC



## Parent/Student Attendance Contract

### PARENT:

I understand the importance of my child:

- 1) Attending school every day in order to receive the full benefit of their education.
- 2) Developing good work habits for future employment through my example.
- 3) Learning how to take responsibility for their education under my leadership.

Georgia Code Section 20-2-690.1, Compulsory Education Law of Georgia, states that school attendance is mandatory for children ages 6 to 16. Georgia law defines a student as truant who has more than five unexcused absences during the school calendar year.

Due to my child’s past attendance record, I am aware of the need for the following conditions to be a part of the guidelines for his/her enrollment:

- 1) I will ensure his/her regular attendance and punctuality at school every day.
- 2) If he/she must be absent due to illness, I will supply a valid excuse from a physician to verify his/her illness and plan of care.
- 3) If my child is younger than 16 years of age, I understand that I must comply with the Compulsory Attendance Laws of Georgia or face referral to State Court through the School Social Worker.
- 4) **(For middle schools and high schools)** The Teenage and Adult Driver Responsibility Act, Georgia Code Section 40-5-22 (TAADRA), requires that students must meet attendance and discipline requirements in order to receive and maintain a Georgia driver’s permit or license. Between the ages of 14 and 18, unexcused absences may result in students becoming ineligible to receive or maintain a Georgia driver’s permit or license.

5) \_\_\_\_\_  
\_\_\_\_\_

The signatures below indicate that both the student and the parent(s) understand the contents of this agreement and the need to fulfill all areas discussed. We further acknowledge that these are the penalties that could be received if this contract is violated: referral of parents or guardians to State Court and referral of juveniles to Juvenile Court for prosecution. If parents or guardians are convicted, fines of not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties may be imposed. Each subsequent unexcused absence constitutes a separate offense. If convicted of truancy, juveniles may face severe penalties under the Juvenile Code of the State of Georgia.

Violations of the terms of this contract will be reported to Mr. Thomas Williams of the Henry County District Attorney’s Office so that he may proceed with prosecution.

(Continued page 2)

## Parent/Student Attendance Contract - Page 2

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Principal or Designee

\_\_\_\_\_  
Date of Agreement

SWORN TO AND SUBSCRIBED BEFORE ME

THIS, THE \_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

## Uniform Attendance Plan – Unexcused Tardies to School or Unexcused Early Checkouts from School

Note: Three unexcused tardies and/or three unexcused early checkouts from school will equal one absence.

	1 <sup>st</sup> notification	2 <sup>nd</sup> notification	3 <sup>rd</sup> notifications	4 <sup>th</sup> notification
<i>Unexcused tardies to school or unexcused early checkouts from school</i>	3-14	15	24	Attendance Contract Violated
<i>Action</i>	Teacher Contact	Administrative Letter # 1	Administrative Letter # 2 & Attendance Contract	Administrative Letter # 3 & Refer to Social Worker

- *It will be each school's responsibility to record a student's tardies and early checkouts as either Excused or Unexcused based on guidelines for absences contained in the Student Handbook.*

### **Level One**     Teacher Intervention

Teacher or attendance clerk intervention; a teacher or the attendance clerk may call or e-mail parents; teacher or other school personnel must document the contact and communication with parent(s).

*Level one intervention begins at three through fourteen (3-14) unexcused tardies, unexcused early checkouts or a combination thereof during the school calendar year.*

### **Level Two**     Administrative Tardy Letter # 1 ~ at 15 days of unexcused tardies\* during the school calendar year.

School-level attendance personnel will send Letter # 1 by U. S. Mail.

*\*Level two intervention is enforced at 15 unexcused tardies, unexcused early checkouts or a combination thereof during the school calendar year.*

### **Level Three**     Administrative Tardy Letter # 2 ~ at 24 days of unexcused tardies\* during the school calendar year.

School-level attendance personnel will send Letter # 2 by U.S. or Certified Mail.

*\*Level three intervention is enforced at 24 unexcused tardies, unexcused early checkouts, or a combination thereof during the school calendar year.*

Parent and student must attend a meeting with school personnel to discuss attendance issues and a binding attendance contract will be developed with the parent and student.

**Level Four** Administrative Tardy Letter # 3 notifies the parent that the attendance contract has been violated and a referral has been made to the school social worker.

*Social Work Referral Form* should be completed and should include documentation of building level interventions. This documentation of efforts in Levels One through Three will be used in the event court proceedings are initiated.

**Administrative  
Unexcused Tardies/Early Checkouts Letter 1**

Date  
To the Parents of  
Name  
Address  
City/State/Zip

The successful progress of your child in school depends on prompt and regular attendance. Our records indicate that your child has had fifteen unexcused tardies to school or fifteen unexcused early checkouts, or combination thereof, from school during this school year.

When a student is late to school, or is checked out of school before the end of the school day, his/her educational progress suffers accordingly. Moreover, students entering class late or checking out early from school are disruptive to the learning environment for other students in the building.

Henry County Schools' procedures require that three unexcused tardies to school or three unexcused early checkouts from school be calculated as one absence.

To help your child to do his/her best in school, we strongly encourage you to do everything in your power to promote good school attendance. By ensuring that your child is present for the full academic day and ensuring that your child is on time to school every day, you will help build positive habits that lead to success for your child now and in the future.

Thank you very much for your attention to the very important matter of improving your child's school attendance.

Sincerely,

Principal Name

Other Responsible Party' Name

**Administrative  
Unexcused Tardies/Early Checkouts Letter 2**

Date

To the Parents of  
Name  
Address  
City/State/Zip

\*\*\*Second Notification\*\*\*

Our records indicate that your child has twenty-four or more unexcused tardies to school and/or twenty-four or more unexcused early checkouts from school during this school calendar year.

When a student is late to school, or is checked out of school before the end of the school day, his/her educational progress suffers accordingly. Moreover, students entering class late or checking out early from school are disruptive to the learning environment for other students in the building.

Henry County Schools' procedures require that three unexcused tardies to school or three unexcused early checkouts from school be calculated as one absence.

At this time, we ask that you attend a school conference concerning your child's school attendance. It is our hope that through working together, we can resolve this problem for the benefit of your child.

Please call \_\_\_\_\_ at \_\_\_\_\_ to set up a time for this conference. If you do not respond to this letter by \_\_\_\_\_, a school social worker will contact you to assist you in improving your child's attendance.

Thank you for your attention to this very important matter of improving your child's school attendance.

Sincerely,

Principal Name

Other Responsible Party' Name

Copy: School Social Worker

**Administrative  
Unexcused Tardies/Early Checkouts Letter 3**

Date  
To the Parents of  
Name  
Address  
City/State/Zip

\*\*\*Third Notification\*\*\*

This letter is being sent to you because of our continuing concern over the school attendance of your child. As of this date, the attendance contract for your child has been violated. Your student has \_\_\_\_\_ unexcused tardies or unexcused early checkouts, or combination thereof, for this school year.

Henry County Schools' procedures require that three unexcused tardies to school or three unexcused early checkouts from school be calculated as one absence.

In cases where a child is frequently tardy to school or has frequent checkouts from school, he or she is referred to the school social worker.

Thank you for your attention to this very important matter of improving your child's school attendance.

Sincerely,

Principal Name

Other Responsible Party' Name

Copy: School Social Worker

**STUDENT ATTENDANCE CONTRACT  
UNEXCUSED TARDIES TO SCHOOL AND/OR  
UNEXCUSED EARLY CHECKOUTS FROM SCHOOL**

**STUDENT:**

I understand the importance of:

- 1) Attending school on time every day and receiving the full benefit of my education.
- 2) Developing good work habits for future employment.
- 3) Taking responsibility for my education.

Due to my past attendance record, I am aware of the need for the following conditions to be a part of the guidelines for my enrollment:

- 4) I will be in attendance and on time at school every day unless I am sick or have some other valid excused reason for an absence or tardy to school.
- 5) If I am younger than 16 years of age, I must comply with the Compulsory Attendance Laws of Georgia or face referral to the Juvenile Court through the School Social Worker.
- 6) \_\_\_\_\_  
\_\_\_\_\_

The signatures below indicate both the student and the parent(s) understand the contents of this agreement and the need to fulfill all areas discussed.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Principal or Designee

\_\_\_\_\_  
Date of Agreement

SWORN TO AND SUBSCRIBED BEFORE ME

THIS, THE \_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC



**Parent/Student Attendance Contract**  
**UNEXCUSED TARDIES TO SCHOOL AND/OR**  
**UNEXCUSED EARLY CHECKOUTS FROM SCHOOL**

**PARENT:**

I understand the importance of my child:

- 1) Attending school on time every day in order to receive the full benefit of their education.
- 2) Developing good work habits for future employment through my example.
- 3) Learning how to take responsibility for their education under my leadership.

Due to my child's past attendance record, I am aware of the need for the following conditions to be a part of the guidelines for his/her enrollment:

- 4) I will ensure his/her regular attendance and punctuality at school every day.
- 5) If he/she must be absent, late, or check out early due to illness, I will supply a valid excuse from a physician to verify his/her illness and plan of care.
- 6) If my child is younger than 16 years of age, I understand that I must comply with the Compulsory Attendance Laws of Georgia or face referral to State Court through the School Social Worker.
- 7) \_\_\_\_\_  
\_\_\_\_\_
- 8) \_\_\_\_\_  
\_\_\_\_\_

The signatures below indicate both the parent(s) and the student understand the contents of this agreement and the need to fulfill all areas discussed.

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Principal or Designee

\_\_\_\_\_  
Date of Agreement

SWORN TO AND SUBSCRIBED BEFORE ME

THIS, THE \_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

Board Policy  
Absences and  
Excuses

# Student Attendance Protocol Procedures

